

NOTICE TO CONSULTANTS
REQUEST FOR PROFESSIONAL SERVICES QUALIFICATIONS

The City and County of Honolulu (City), Department of Transportation Services plans to use the services of a firm or individual to prepare a Request for Proposal (RFP) for intra-island passenger ferry service on a demonstration basis. Funding for the work is anticipated in the City's Fiscal Year 2006 Executive Capital Budget and Program.

The scope of work under this solicitation will include:

- Develop and prepare a RFP to procure a firm to provide passenger ferry services for a 12-month period.
 - Ferry service will operate between Kalaeloa Barbers Point Harbor and Honolulu Harbor at Aloha Tower during the morning and afternoon peak periods.
 - Ferry service will be coordinated with City bus service at both the Kalaeloa and Aloha Tower locations.
 - The ferry service contractor will provide, maintain, and operate the necessary vessels required during the demonstration period.
 - Assistance from the Federal Transit Administration is anticipated for the ferry demonstration.
- Provide technical assistance during the review and selection process of the ferry operator.
- Develop evaluation criteria, evaluate the ferry service demonstration, and prepare an evaluation report that may include recommendations for post demonstration operations.
- Assist the City in coordinating with the necessary Federal, State, and local agencies in the development of the demonstration ferry service.

Submittal Materials Requirement

1. Letter of interest.
2. Information on the firm:
 - a. Name of the firm, the principal place of business, and location of all of its offices;
 - b. The age of the firm and its average number of employees over the past five years;
 - c. The education, training, and qualifications of key members of the firm;
 - d. The names of five clients who may be contacted, including at least two for whom services were rendered during the preceding year, preferably for projects similar to this project; and

- e. Past record of performance on contracts with respect to cost control, quality of work, and ability to meet schedules.
3. Other related information:
- a. Proposed staff commitment, including any sub-consultants, and descriptions of their roles and responsibilities;
 - b. Qualifications/experience and capabilities of the proposed staff, including any sub-consultants. The information provided shall, at minimum, include:
(1) knowledge of ship design features and desired characteristics of passenger ferry vessels as a whole; (2) knowledge of the stability of passenger ferry vessels in ocean conditions; (3) knowledge of passenger ferry operations; and (4) knowledge of Federal administrative and regulatory requirements for passenger ferry operations.
 - c. Qualifications/experience and capabilities of the firm with respect to the tasks related to this solicitation. Provide a list of similar services undertaken and completed within the past five years. Include the owners of the projects, dates, the cost of the projects, the scope of services performed, and if the projects were undertaken with Federal funds;
 - d. The proposed approach to conduct the work;
 - e. Any other pertinent information that should be considered in the evaluation of the individual's or firm's qualifications.
4. Additional materials to be submitted but are not required:
Promotional material such as photos and brochures or descriptive literature.

Deadline

1. An original and six (6) copies of the SUBMITTAL MATERIALS packet shall be submitted no later than May 31, 2005, 4:30 p.m., Hawaii Standard Time, to:

Mr. Toru Hamayasu, Chief Planner
Transportation Planning Division
Department of Transportation Services
650 South King Street, 3rd Floor
Honolulu, Hawaii 96813
2. No facsimiles will be considered. The contract for this project will only be awarded to a person or firm that demonstrates the ability to provide all of the services required for the project. SUBMITTAL MATERIALS submitted for only parts of the project will be considered non-responsive to this notice.

Any inquiry regarding the services required shall be directed in writing to Mr. Toru Hamayasu, Transportation Planning Division, Department of Transportation Services, at the above address, or Ms. Deanna Chang at E-mail address dchang@honolulu.gov.



MARY PATRICIA WATERHOUSE, DIRECTOR
Department of Budget and Fiscal Services
By order of MUFI HANNEMANN, MAYOR
City and County of Honolulu

